

# Instructions for Wisconsin TeleFile – Sales and Use Tax Return

Use these instructions when you file your Wisconsin Sales and Use Tax return by phone. Specific step-by-step instructions for completing a sales tax return can be found in the “Instructions for Wisconsin Sales and Use Tax Return”, Form S-114. Form S-114 is available at [www.dor.state.wi.us/forms/sales/s-114.pdf](http://www.dor.state.wi.us/forms/sales/s-114.pdf).

## Steps to TeleFile

1. Complete the TeleFile Worksheet using these instructions.
2. Call TeleFile.
  - (608) 261-5340 (Madison)
  - (414) 227-3895 (Milwaukee)Long distance charges will apply, if applicable.
3. Use the completed worksheet as a reference during the call to enter sales and use tax information.
4. Listen when TeleFile asks you to confirm your entries as correct.
5. Change incorrect entries before going to the next line. Otherwise you will need to hang up and start over.
6. Write the calculated amounts in the shaded areas on the worksheet when TeleFile tells them to you.
7. Follow the TeleFile voice instructions to submit and file.
8. Write your confirmation number on the worksheet.
9. Make your payment on time, if any tax is due.

## General Instructions

1. Complete the TeleFile worksheet before making the call.
2. If you have no entry for a line, enter zero.
3. Enter total amounts including cents, then press the # (pound) key. Do not enter decimal points. For negative numbers, press the \* (star) key first.  
*Examples:* Enter \$352.95 as 35295#  
Enter \$353 as 35300#  
Enter negative \$352.95 as \*35295#  
Enter negative \$353 as \*35300#  
Enter 0 as 0#
4. To STOP filing your return at any time, simply hang up. Your return will not be filed unless you confirm at the end of the call that you wish to file.
5. Keep your completed worksheet for your records.

## Instructions for lines A through D

**Line A** Confirm your 15-digit tax account number is correct.

**Line B** Confirm or enter Period End Date as 4-digits. A 2-digit month followed by a 2-digit year. Quarterly filers use the last month of the quarter. Annual filers use December.

*Example:* January 2006 is entered as 0106.

**Line C** Have you requested an extension? Check “Yes” or “No”.

**Line D** Write in the calculated due date, if blank. TeleFile calculates the Due date based on the period covered.

## Instructions for lines 1 through 29

**Line 1** Enter total sales, if you have no sales to report, enter “0”.

**Lines 2 – 8** Enter subtractions from total sales for each line, if none enter zero.

Listen for the totals TeleFile calculates and write them in the shaded boxes.

**Line 9** Enter the number of counties for which you report sales subject to county sales tax. If none enter zero and go to line 13.

**Lines 9a – 11b** Enter the 2-digit county code and the sales subject to county sales tax. Taxable counties and codes are listed in Form S-114, Sales and Use Tax instructions, and in Publication 201.

If reporting more than 3 taxable counties, make yourself a list of each additional county code and the related sales subject to county sales tax.

**Lines 12a – 12b** Listen for the totals TeleFile calculates. Write these amounts in the shaded boxes.

**Lines 13 – 13b** Enter Baseball stadium district taxable sales. If none, enter zero. Listen for the total TeleFile calculates and write this amount in the shaded box.

**Lines 14 – 14b** Enter Football stadium district taxable sales. If none, enter zero. Listen for the total TeleFile calculates and write this amount in the shaded box.

**Lines 15/16 – 18** Listen for the totals TeleFile calculates and write them in the shaded box.

**Lines 19a – 19b** Enter Purchases subject to state use tax. If none enter zero. Listen for the total TeleFile calculates and write it in the shaded box.

**Line 20** Enter the number of counties you report purchases subject to county use tax. If none enter zero and go to line 24.

**Lines 20a – 22b** Enter the 2-digit county code and the purchases subject to county use tax. A list of taxable counties and codes is in the instructions (Form S-114) or Publication 201.

If reporting more than 3 taxable counties, make yourself a list of each county code and the related purchases subject to county use tax.

**Lines 23a – 23b** Listen for the total TeleFile calculates and write these amounts in the shaded boxes.

**Lines 24 – 24b** Enter Baseball stadium district taxable purchases. Listen for the total TeleFile calculates and write this amount in the shaded box.

**Lines 25a – 29** Enter Football stadium district taxable purchases. Listen for the total and write the amounts in the shaded boxes.

## Your payment options ...

### 1. Direct Withdrawal

TeleFile allows you to pay a balance due by direct withdrawal from your account during the call. To use a direct withdrawal, you will be required to provide DOR with your bank account information and authorize DOR to make an electronic withdrawal from your account.

#### Facts you need to know:

- This transaction authorizes the Wisconsin Department of Revenue (DOR) to transfer the specified payment amount from the taxpayer's bank account.
- If you file before the due date you may choose to "warehouse" the payment, which means that your payment will not be initiated until the due date. Otherwise, the direct withdrawal will be processed the next business day.
- You can pay the total amount due or pay a partial payment.
- Direct withdrawal payment option is only available during the call in which you file your return.

If you choose not to use direct withdrawal payment option when you file your return, you can make a payment by itself using one of the following other payment options after you TeleFile.

### 2. EFT (Electronic Funds Transfer) – ACH Debit or Credit

You may choose to pay electronically instead of mailing in your payment. To begin making EFT payments, you must first register with the Department of Revenue. To request EFT registration materials, use one of the following options:

- **On-line** – complete the form at: <http://www.dor.state.wi.us/eserv/eff1.html>.
- **Mail** – Send your name, address, federal employer identification number, and social security number to the: EFT Unit, Wisconsin Department of Revenue, PO Box 8949, Madison, WI 53708-8949
- **Telephone** – Call (608) 264-9918.

EFT registration materials include Form A-103 preprinted with your account information, and instructions on how to complete registration on-line or by telephone.

### 3. Credit Card

To pay by credit card, call Official Payments Corporation at 1-800-2PAY-TAX (1-800-272-9829). Or go to <http://www.dor.state.wi.us/eserv/crcard.html>.

Official Payments Corporation charges the taxpayer a convenience fee of \$1.00 for payments less than \$40.00 or 2.5% of the payment amount for payments greater than \$40.00. The WI Department of Revenue does not receive any portion of the fee.

### Sample Check

James P. Taxpayer  
Helen A. Taxpayer  
16305 Main Ave. NW  
Anytown, WI 99999-9999

Date \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$ \_\_\_\_\_

ANYTOWN BANK  
Anytown, WI 00000

Routing number: 250250025  
Account number: 2020203456

1234  
15-0000/0000

Do not include the check number

⑆250250025⑆2020203456⑆1234

**NOTE** The routing and account numbers may be in different places on your check.

### 4. Payment Voucher

Use the enclosed payment voucher if you choose to make your TeleFile payment by paper check or money order. If not using a preprinted voucher, fill in all of the requested information. Mail the completed voucher and your payment, by the due date, to: Wisconsin Department of Revenue, PO Box 93208, Milwaukee WI 53293-0208.

Need a pre-printed voucher? Request one by:

- Telephone at 1-608-266-2776
- Fax (608) 267-1030
- E-mail to [sales10@dor.state.wi.us](mailto:sales10@dor.state.wi.us).

You will need to provide your real name, tax account number, and the period being reported when requesting a preprinted voucher.

#### ANY QUESTIONS?

**Write:** Wisconsin Department of Revenue, PO Box 8949, Madison WI 53708-8949

**Call:** (608) 266-2776

**Fax:** (608) 267-1030

**E-mail:** [sales10@dor.state.wi.us](mailto:sales10@dor.state.wi.us)

**Web site:** [www.dor.state.wi.us](http://www.dor.state.wi.us)

### Notes

TeleFile will not be available on Sundays from 5:00 AM to 9:00 AM for regular maintenance.